

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy

Statement below

STD.262 (REV. 6-93c)

Page of Pages

CLAIMANT'S NAME Lynn L. Jacobs			SOCIAL SECURITY NUMBER			DEPARTMENT HCD		
POSITION Director			Bargaining Unit # E99			DIVISION OR BUREAU Executive Office		
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 1800 Third Street			TELEPHONE NUMBER 916 445-4775		
CITY Sacramento			STATE CA			ZIP CODE 95811		

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2)				BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D)			
DATE	TIME										PRIVATE CAR USE			
										MILES	AMOUNT			
Jun-10		Sacramento							PC	7.00	4	2.00	9.00	
6/4	0600	Drove to Sacramento A/P							PC		12	6.00	6.00	
		Sacramento to Burbank			10.00			8.06	RC			-	18.06	
6/6		Burbank to Sacramento							PC	27.00	12	6.00	33.00	
	1830	End of Trip										-	-	
6/7		Sacramento							PC	4.50	4	2.00	6.50	
6/8		Sacramento							PC	6.00	5	2.50	8.50	
	1400	Sacramento to San Francisco	165.86			18.00			PC	58.75	85	42.50	285.11	
6/9		San Francisco	165.86	6.00	10.00	18.00	6.00		PC	54.75		-	260.61	
6/10		San Francisco	165.86	6.00	10.00	18.00	6.00	43.00	PC	54.75		-	303.61	
6/11		San Francisco to Sacramento			6.00	10.00			PC	4.00	85	42.50	62.50	
	1300	End of Trip										-	-	
6/16		Sacramento							PC	18.00	8	4.00	22.00	
												-	-	
												-	-	
(10) SUBTOTALS			497.58	18.00	40.00	54.00	12.00	51.06	-	234.75	215.00	107.50	1,014.89	
COLUMN CODE (ACCTG. USE ONLY)														

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 1,014.89

6/2 - Director spoke at the CSAC Legislative Conference in Sacramento. 6/4 - Drove to the Sacramento airport. Flight from Sacramento to Burbank for meetings in Los Angeles. 6/6 - Flight from Burbank to Sacramento HQ. End of trip 1830 hrs. 6/7 - Meetings in Sacramento. 6/8 - Meeting in Sacramento and then drove to San Francisco for PCBC Conference. 6/9 - Attended the PCBC Conference/ Green Pavilion and spoke at the EAH Housing Event in Tiburon. 6/10 - Attended utility & State Housing Agency Forum in San Francisco. 6/11 - Drove back from San Francisco to Sacramento HQ. End of Trip 1300 hrs. 6/16 - Participated in the Assembly Housing Committee Oversight Hearing and local meetings in Sacramento.

(12) NORMAL WORK HOURS

8:00 AM -5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

\$0.50

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

Lynn L. Jacobs

DATE

06/22/10

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

Elliott Mandell

DATE

06/22/10

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See item 17 on reverse)

DATE

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CLAIMANT'S NAME Lynn L. Jacobs			SOCIAL SECURITY NUMBER			DEPARTMENT HCD		
POSITION Director		Bargaining Unit # E99	DIVISION OR BUREAU Executive Office				INDEX 5103	PCA 50001
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 1800 Third Street			TELEPHONE NUMBER 916 445-4775		
CITY Sacramento		STATE CA	ZIP CODE		CITY Sacramento		STATE CA	ZIP CODE 95811

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2)				BREAK- FAST	LUNCH	O.T., LT, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Jun-10														
6/17	0900	Sacramento to Union City						PC	4.00	103	51.50		55.50	
		Union City to San Francisco						PC		35	17.50		17.50	
		San Francisco to Sacramento						PC		88	44.00		44.00	
	1630	End of Trip									-		-	
6/18	0645	Drove to Sacramento A/P						PC		12	6.00		6.00	
		Sacramento to Burbank									-		-	
6/19		Fillmore									-		-	
6/21		Ventura / Agoura Hills									-		-	
6/22		Los Angeles					32.27	RC	10.00		-		42.27	
		Burbank to Sacramento						PC	36.00		-		36.00	
	1600	End of Trip									-		-	
6/23		Sacramento						PC	8.75	4	2.00		10.75	
											-		-	
											-		-	
											-		-	
(10) SUBTOTALS			-	-	-	-	-	32.27	-	58.75	242.00	121.00	212.02	
COLUMN CODE (ACCTG. USE ONLY)														

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

6/17- Director drove to Station District Family Housing Groundbreaking Ceremony in Union City...From there she drove to San Francisco for the Grand Opening of the Zygmut... and back to Sacramento HQ. End of trip 1630 hrs. 6/18 - Drove to the Sacramento airport for flight to Burbank...afternoon meeting in Ventura. 6/19 - Spoke at the Cabrillo Grand Opening-Central Station in Fillmore. 6/21 - Meetings in Ventura and Agoura Hills with Ray Pearl. 6/22 - Attended Millennial Next Economy Forum at UCLA Faculty Center...Flight from Burbank to Sacramento HQ. End of trip 1600 hrs. 6/23 - Director attended a meeting at BTH.

(12) NORMAL WORK HOURS

8:00 AM -5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

\$0.50

AGENCY ACCOUNTING OFFICE

USE ONLY

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DATE

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06/23/10

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Elliott Mandell

06/23/10

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(2)				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES			AMOUNT
6/24	1320	Sacramento to Ontario									-		-	
6/25		Los Angeles					27.12	RC			-		27.12	
6/28		Fillmore / Ventura									-		-	
6/29		Ventura									-		-	
6/30		Santa Barbara to Sacramento					10.89	RC			-		10.89	
	0830	End of Trip									-		-	
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(10) SUBTOTALS			-	-	-	-	-	38.01	-	-	-	-	38.01	
COLUMN CODE (ACCTG. USE ONLY)														

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

6/24 - Flight from Sacramento to Ontario for WRCOG 19th Annual General Assembly. 6/25 - Director had Speaking Engagement at the Ground Breaking for the Seventh and Coronado and Grand Opening for Seven Maples in Los Angeles. 6/28- Meetings in Fillmore with Steve Zimmer and NSP meeting in Ventura. 6/29- Meetings at Ventura City Hall. 6/30 - Flight from Santa Barbara to Sacramento HQ. End of trip 0900 hrs.

(12) NORMAL WORK HOURS

8:00 AM -5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

\$0.50

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CLAIMANT'S SIGNATURE

DATE

Lynn L. Jacobs

06/30/10

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Elliott Mandell

06/30/10

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DATE